

VRIS UPDATE

VR Legal Counsel Contact Information — Personnel Processes Effective 8/30/2007 Number 110

SUMMARY OF UPDATES

Effective 8/20/07, Scott Summers was designated as the legal counsel assigned to replace Kristin Petersen. There are four personnel processes affected by this change.

VRIS POSTING

The following personnel processes were updated to reflect the revised Legal Counsel contact information:

VRIS: Program Manual Main Menu: Administration: Personnel: **New Employee Set Up Process**

VRIS: Program Manual Main Menu: Administration: Personnel: **Closing Employee's Work Record-Resignation**

VRIS: Program Manual Main Menu: Administration: Personnel: **Closing Employee's Work Record-Termination**

VRIS: Printed and Marketing Materials: Administrative Forms: **Background Screen Information Release**

TEAM COMMUNICATION

Supervisors should share this information with their respective personnel clerks responsible for processing this information, as appropriate.

LEADERSHIP CONTACT

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